

## **BUSINESS ASSISTANCE AND HOUSING ANALYST**

### **DEFINITION:**

Under the direction of the Director of Business Assistance and Housing Services, performs high level and responsible professional work in the formulation and implementation of various financial, rehabilitation, redevelopment, housing and business assistance programs.

### **CLASS CHARACTERISTICS:**

This position requires skilled professional and technical work of a highly responsible nature; the application of knowledge and skills gained through specialized training and experience; the exercise of considerable initiation and discretion; and the use of seasoned judgment. The incumbent is expected to solve complex problems with minimal supervision.

### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS:**

1. Participate in the development and implementation of a City-wide comprehensive economic development strategy.
2. Manage specific redevelopment projects including feasibility analyses, pro forma evaluations, land acquisition and disposition and project execution.
3. Coordinate retail, commercial and industrial attraction and retention efforts, including marketing, out-reach programs and site visitations.
4. Conduct familiarization tours of City facilities and make presentations of services to prospective new businesses.
5. Provide small business development assistance such as referral to financing and counseling sources.
6. Collect and analyze demographic and economic data.
7. Assist in developing and implementing downtown revitalization projects.
8. Assist in affordable housing projects and programs.
9. Prepare special studies and reports related to economic development, housing and redevelopment.

## **Business Assistance and Housing Analyst**

### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):**

10. Provide technical and administrative assistance on a variety of redevelopment programs and projects such as construction project management, loan program administration, and grant program administration.
11. Coordinate activities of City departments and outside agencies related to redevelopment programs and projects.
12. Perform real estate site acquisition functions, including title/escrow coordination and environmental site assessment.
13. Make presentations to the Redevelopment Agency board, businesses, and citizen groups as assigned.
14. Perform project coordination including planning, marketing, development, and implementation.

### **MARGINAL/PERIPHERAL JOB FUNCTIONS:**

1. Perform related work as required.

### **QUALIFICATIONS:**

#### **Knowledge of:**

1. Principles and methods and of applying economic development theory, including techniques to promote and stimulate economic activity.
2. Commercial and small business finance.
3. Redevelopment laws and procedures, including Housing laws and regulations.
4. Real estate procedures and documents.
5. Pro forma analysis and economic evaluation.
6. Research methods and personal computer applications.

## **Business Assistance and Housing Analyst**

### **Skill in:**

1. Negotiating complex redevelopment agreements and financial and business assistance packages.
2. Interfacing with business clients, developers, government officials, community leaders and others.
3. Exercising resourcefulness in meeting and resolving problems.

### **Ability to:**

1. Develop and maintain effective working relationships with those contacted in the course of the work.
2. Use initiative and sound independent judgment in the course of undertaking assigned responsibilities.
3. Prepare and present comprehensive technical reports and proposals.
4. Organize work, set priorities, meet critical deadlines and complete assignments with minimal supervision.

## **JOB REQUIREMENTS:**

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. Graduation from a four year college with major course work in business administration, public administration, economics or urban planning.
3. Two years of responsible experience in economic development, redevelopment or directly related field.

## **MACHINES/TOOLS/EQUIPMENT UTILIZED:**

1. Reports, forms, pencils and pens
2. Computer monitor, keyboard and printer
3. Telephone
4. Copy machines

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### **MACHINES/TOOLS/EQUIPMENT UTILIZED (Continued):**

5. Automobile
6. Fax machines
7. Calculator
8. Camera
9. Presentation materials

### **PHYSICAL DEMANDS:**

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting
5. Driving
6. Speed in meeting deadlines
7. Manual dexterity
8. Lifting up to 10 lbs.

### **ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:**

#### Office Conditions:

1. Indoors: normal office conditions, 65% of the time  
Travel: varying conditions, 35% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

#### Field Conditions:

1. Outdoors: varying weather conditions
2. Noise level: varying city street levels
3. Hazards: touring properties that are undeveloped, in various states of development, including properties where construction is in progress